



JOB DESCRIPTION: (CENTER ASSISTANT AND COMPUTER TEACHER, SNEHA SHAKTI SWATHYA SEVIKA)

ABOUT SNEHA

A secular, Mumbai-based non-profit organisation, SNEHA believes that investing in women's health is essential to building viable urban communities. SNEHA targets four large public health areas: Maternal and Newborn Health, Child Health and Nutrition, Sexual and Reproductive Health and Prevention of Violence against Women and Children.

Our approach is two-pronged: it recognises that in order to improve urban health standards, our initiatives must target both care seekers and care providers. We work at the community level to empower women and slum communities to be catalysts of change in their own right and collaborate with existing public health systems and health care providers to create sustainable improvements in urban health.

ABOUT THE PROGRAM

A HEALTHY World begins with a HEALTHY Woman

About SNEHA:

SNEHA is a secular, Mumbai-based non-profit organization addressing four major areas of public health - Maternal and Newborn Health, Child Health and Nutrition, Sexual and Reproductive Health, and Prevention of Violence against Women and Children - in urban slum context.

SNEHA was established in 1999 by a group of renowned doctors and social workers who believed that curative care in hospitals was not enough; that they had to go beyond the walls of the hospital to protect more lives through prevention and education. SNEHA works towards the vision of realizing healthy and safe urban communities in the informal settlements of Mumbai and beyond.

SNEHA's Holistic Lifecycle Approach:

To break the inter-generational cycle of poor health in urban slums, we adopt a lifecycle approach addressing the following areas:

- (1) Maternal and Newborn Health (MNH)
- (2) Child Health and Nutrition (CHN)
- (3) Sexual and Reproductive Health (SRH_EHSAS)
- (4) Prevention of Violence against Women and Children (PVWC)

With a concept of "Every woman is empowered" further brings the change in her family and ultimately it helps to bring the change in the community as a whole. With an aim to bringing marginalized girls and women in the mainstream, Swasthya Sevika initiative was started by SNEHA in 2004 with the

Objectives: a) To educate quality health care professional to support in urban health b) To empower marginalized girls and women between 18 to 35 years. They are mobilized from vulnerable communities of Mumbai. SNEHA's first center started in Santacruz in 2004. The second in August 2013 in Govandi The centers are run in two batches morning (9 to 1.30) and afternoon (1 to 5.30). The program is run with the support of Tech Mahindra Foundation.

- The revised 8 months course model from July 2015 initiated of 4 months theory and 4 months internship. The course provides nursing care, medicine and gynecology & pediatrics with additional computer and English speaking skills help them to develop confidence, the personality and making the course more holistic in nature. Initiation of “**Fun and learn**” concept, innovative teaching methodologies are used to make the learning interesting and more easy to understand.
- The centers are run by a team which consists of a doctor, nurse, Center-assistant, Community Organizer and managed by a team of Program Coordinator, Program Officer and Chief Executive Officer with a support by consultant doctor and a volunteer counselor.
- The majority of the graduates are employed in private hospitals and nursing homes. Their lives have been changed as they make forays into a career and stand on their feet. We keep abreast of current trends and practices of Nurse - aides through our network of doctors and nurses at hospitals and nursing homes.
- Project activities includes:** mobilization, recruitment & enrolment, parents meet, faculty meet, guest lectures, grooming and motivational sessions, events, celebration of important days, exposure visit, graduation, job placement.

More than 40 batches have successfully completed and more than 1000 Swasthya Sevika trained till date since inception and > 60% are continuing the profession. 86 are under training from the SNEHA Nurse Aide Centre at 2 locations Santacruz and Kurla. SNEHA believes in change through such role models and encourages and support to bring the change in the community.

THE ROLE (WRITE IN BRIEF THE PURPOSE OF THIS ROLE)

CENTER ASSISTANT AND COMPUTER TEACHER

- Assistance to teachers for center activities and teaching
- Assistance in program related documentation
- Handling issues with students if required at primary level with teacher's support
- Participating in program and events
- Adhering to employee policy
- Follow PW rules
- Willingness to learn and change
- Basic orientation of new employee or consultant after joining the program

RESPONSIBILITIES

- Working as per plan and cycle of batches
- Ensure mobilization as per the target with POs assistance
- Ensure assistance in screening, enrolment, recruitment and other center activities
- Ensure MIS registration & update
- Ensure data entry in MIS (database) of all activities of center
- Maintaining all center data and internal assessment record of students
- Ensure maintaining & updating files and registers
- Ensure displaying necessary lists and documents at center
- Ensuring logistics, repair and maintenance of center
- Ensure attendance, leave and follow up of each student
- Ensure planning and implementation of computer training as per module
- Ensure conducting computer exams
- Ensure preparing mark sheets and generating results with faculties assistance
- Supporting faculties as per the need
- Ensure assistance in events/workshops/training and program
- Generating list of absent or irregular students for faculties and PO
- Generating & providing reports to PC, PO, MIS consultant and counselor
- Ensuring measurements of uniforms and shoes
- Attending meetings and trainings
- Administration (ensure stock of supplies, stationary, photocopy, gifts, books, reference material and printing)

MANAGEMENT & REPORTING

Report weekly to the Program coordinator

- Monthly, quarterly and annual reporting
- Planning and implementation of centre activities
- Attending monthly meet, faculty meet, parents meet or program related events, activities
- Managing students and parents/relatives
- Maintaining records
- Contribute to the organizational culture and work of SNEHA to an appropriate degree

PERSON SPECIFICATION REQUIREMENTS

Essential

- 1-2 years of working experience
- Experience in computer skills (Word, Excel, PP etc.)
- Experience in networking with employers and maintaining relationship
- Skills of interpersonal communication, presentation and simple documentation etc.
- Interest in working in social sector
- Willingness to update knowledge
- Ability to maintain role boundaries
- Fluency in Hindi and Marathi (Understanding English language)
- Self-starting and self-monitoring abilities
- Flexibility in time management
- Willingness to give extra time as per the program need

Desirable

- Familiar of informal settlements and vulnerable population in Mumbai
- Familiar to private health sector
- Ability to understand the need of student and project staff
- Ability to understand the cause that organization is working for
- Negotiation and networking skills
- Ability to work with team and to run the centre single handed with team support

APPLICATIONS

Interested candidates can send their CVs via email to nikita.parab@snehamumbai.org with Subject line:
Assistant-Center & Computer Teacher || SNEHA Shakti|| Swasthya Sevika